

# ABACUS

## BUSINESS SYSTEMS

# PAYROLL



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## PAYROLL

- ☆ This Payroll is written in BASIC and designed around 3 programs. It is user friendly and menu driven.
- ☆ Two cassette tapes are provided, Tape 1 contains the programs, Tape 2 is the blank data tape.
- ☆ Side one of the program tape contains 'Payroll 1' which is the program designed to set up and amend the payroll. Side two contains two programs, 'Payroll 2' and 'Payroll 3' which are the payroll programs for weekly and monthly paid employees respectively.
- ☆ You have purchased the cassette version of this package which will comfortably handle a payroll of up to 50 people.
- ☆ Loading instructions are printed on the reverse side of the cassette outer cover.
- ☆ Use of a printer is essential.
- ☆ The system automatically allocates a payroll number to each employee.

## PROGRAM ONE

This program sets up and amends payroll data, when loaded, the user will be presented with a menu.

### MENU

1. SET UP NEW PAYROLL
2. ADD NEW EMPLOYEES
3. DELETE EMPLOYEE
4. AMEND/INSPECT PAYROLL  
DETAILS
5. P35 LISTING
6. BLANKET TAX CODE CHANGES
7. RECORD CHANGES
8. END PROGRAM

The selection of a particular option is made by entering the number of the option and pressing the relevant Enter key.

## OPTION 1 - SET UP NEW PAYROLL

This option is applicable to new companies setting up a payroll for the first time, to existing companies transferring from a manual to a computerised payroll and to existing companies using a computerised payroll from week 1 or month 1 of a tax year.

When a manual payroll is computerised, it is very important to transfer ALL existing records, including those of leavers in the financial year in question, to the computerised payroll. Doing this ensures the accuracy of information produced for the Inland Revenue at the end of the tax year.

The option consists of a series of questions, the answers to which form the basic information from which the payroll is constructed.

**As the validity of future payroll runs depends on the care and accuracy exercised in answering these questions, it is advisable to validate the input.**

The questions are as follows:

COMPANY NAME

NUMBER OF EMPLOYEES

EMPLOYEE DETAILS:

NAME

NATIONAL INSURANCE NUMBER

TAX CODE

WEEK 1 OR MONTH 1 BASIS

RATE OF PAY PER HOUR (2 DECIMAL PLACES)

NORMAL WEEKLY/MONTHLY PAY

NATIONAL INSURANCE TABLE (A, B OR C)

GROSS PAY TO DATE

TAX TO DATE (PAYE)

GROSS PAY PREVIOUS EMPLOYMENT

TAX IN PREVIOUS EMPLOYMENT (PAYE)

PAID TO WEEK/MONTH NO. (0 FOR 1st WEEK/MONTH)

NATIONAL INSURANCE TO DATE (TABLE A)

NATIONAL INSURANCE TO DATE (TABLE B)

NATIONAL INSURANCE TO DATE (EMPLOYERS  
PROPORTION)

HAS EMPLOYEE ALREADY LEFT

When details for all employees have been entered, you are presented with two options, R to Record a Data Tape  
M to Return to the main menu

To record the data tape, insert the cassette, ensure the remote lead is attached to the tape recorder (DRAGON ONLY) and press Record/Play on the recorder.

As payroll 1 is the base information for both weekly and monthly payrolls, **it is important if you are running both a weekly and monthly payroll to construct two separate data tapes, one for each.**

### OPTION 2 - ADD NEW EMPLOYEE

This is the same routine as Option 1, the system automatically allocates the next payroll number to the new employee. At the end of the routine there is an option to record the new data onto your data tape or return to the main menu (R or M).

### OPTION 3 - DELETE EMPLOYEE

Leavers may be deleted from the payroll using this routine. Access is either by payroll number or employee name. If the payroll number is not known, type in N and the system will search on a name basis. If only a part of the employees name is known, the system will search for the nearest likeness. If an incorrect name or number is entered, the system will reject the entry.

The deletion routine **does not** remove information on the leaver from file, it flags the relevant data base and suppresses the leaver's name from print routines of future payroll runs.

Data on ex-employees can be accessed and examined with the same ease as that for current employees.

Data on leavers in the tax year is included in all year end reports.

### OPTION 4 - AMEND/INSPECT PAYROLL DETAILS

Access to individual employee records is by name or payroll number. This option allows examination, amendment or a print out of the record. Any or all of the '16 fields of information per employee can be changed using this routine.

When amendments are satisfactorily completed, use Option 17 to exit from this mode.

Any changes made in employees records to the following fields:

PAY

TAX (PAYE)

NATIONAL INSURANCE

**will not be incorporated into the current period payroll summary**, in this way, fraudulent or accidental alterations to key payroll data will show as an imbalance at the end of the period.



## OPTION 5 - P35 LISTING

Option 5 provides a full listing of all employees showing gross pay, PAYE and National Insurance contributions on a year to date basis. There is scroll and print facility on this screen.

This option may be used at the end of the financial year to produce the Inland Revenue Form P35 or during the currency of a year to facilitate reconciliation of payroll details to the financial books of account.

## OPTION 6 - BLANKET TAX CODE CHANGES

This option allows you to change tax codes suffixed by the letters L, H, P or V 'en masse'. It should be used only when the Inland Revenue issue a P7X authority, instructing you to do so. This most frequently occurs after a Budget.

## OPTION 7 - RECORD A DATA TAPE

Instructions on setting up data tapes are included with the notes on Option 1. A reminder is included here to construct two separate data tapes, one for weekly paid employees and one for monthly paid employees.

## PROGRAMS TWO & THREE

Program 2 - Weekly paid employees

Program 3 - Monthly paid employees

These are the payroll programs for weekly and monthly paid employees. Details of tax bands, band widths, National Insurance tables etc. are stored here.

The tax year runs from April 6th to the following April 5th. When the first screen of this program appears, it will tell you the last date at which tax changes were incorporated into the program. As tax changes tend to happen at least once a year, your payroll program will only be valid until the next series of tax changes. If the program is listed, you will see that lines 1-100 (10-640 on Commodore 64) contain REM statements which inform you of all the variables that control the various factors that may change at Budget time. It is quite straight forward to update the program as tax/NHI rates change. Should you feel unable to do this, ABACUS SOFTWARE (UK) LIMITED will be pleased to amend the program. Details of this service may be obtained by writing to the Customer Service Manager at the address shown at the end of the booklet.

After programs 2/3 are loaded, you are asked to insert the date and week/month number; invalid dates will be rejected. Your data tape should now be inserted and loaded.

The screen displays employees in payroll number sequence and the following matrix for each employee is provided to construct the individual payslip.

1. PAY AS NORMAL
2. HOURS WORKED
3. OVERTIME AT TIME & HALF
4. OVERTIME AT DOUBLE TIME
5. SICK PAY (HOURS)
6. HOLIDAY PAY (HOURS)
7. BONUS PAY (HOURS)
8. POST TAX ADJUSTMENTS
9. NO MORE ENTRIES
- X - SKIP (NO PAY NO REFUND)
- W - CHANGE WEEK/MONTH

### 1. PAY AS NORMAL

If an employee is on a fixed weekly/monthly salary with no overtime, bonuses etc. This option may be used to immediately produce a payslip. The payslip details are displayed on the screen showing the normal movement of gross to net pay. Also shown on the payslip is gross pay and PAYE, year to date. The printed format of the payslip is approved by the Inland Revenue.

PRESS P to print the payslip  
C to cancel the entry  
R to record the data but  
suppress the printing

Options 2-8 are used to manually construct a payslip when the employee is not on a fixed wage. These options must also be used for fixed pay employees when bonuses, post tax adjustments or overtime is paid to them. To do this, you must work out an hourly pay figure for the fixed pay employee. Three of the options require further comment.

### 5. SICK PAY

The screen for sick pay asks if Statutory Sick Pay applies, if the answer is No, you are asked to input the number of sick pay hours, if the answer is Yes, you are asked how long the employee has been sick in days. Based on your response, the system tells you if Statutory Sick Pay is applicable. **If payable, it must be manually calculated and paid.**

### 6. HOLIDAY PAY

The holiday pay screen asks you to input the number of holiday hours, it then asks you if the employee in question is

leaving your employment. If the answer is Yes, holiday pay is calculated and treated as a normal constituent of pay for PAYE and National Insurance purposes. If the answer is No, the system calculates the correct roll forward of PAYE and National Insurance. It then asks how many weeks are to be paid (whole weeks only).

## 8. POST TAX ADJUSTMENTS

Use this facility to enter in pay details (in sterling) ad hoc payments or repayments to the Inland Revenue.

When you are happy that an employee's pay details have been constructed using Options 2-8, use,

## 9. NO MORE ENTRIES

to print out the payslip.

## X. SKIP (NO PAY, NO REFUND)

This option allows you to skip an employee on the payroll if for any reason he/she is not to be paid.

## W. CHANGE WEEK

This option allows you to advance the week/month details by +1. It may be used to pay holiday pay in advance.

When the printing run on all payslips is completed, a screen appears which shows a weekly/monthly summary of pay details. To see these details, which are listed below, press the space bar on your keyboard.

GROSS PAY

PAYE

NATIONAL INSURANCE - EMPLOYEE

NATIONAL INSURANCE - EMPLOYER

TAX ADJUSTMENTS

NET PAY

Holiday pay, overtime and bonus pay are included in Gross pay. There is a facility to print this weekly/monthly summary. When the weekly/monthly summary has been displayed/printed, you are given an option to print a year to date summary; the year to date summary cannot be screen displayed.

Once the weekly/monthly summary has been displayed/printed, the data is zeroed and rolled up into the year to date summary.



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BUSINESS SERIES ARE:-

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PAYROLL	●	●	●	●	★	☆
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PURCHASE/SALES LEDGER	●	●	●	●	★	☆
CASH FORECASTER & PLANNER	●	●	●	●	★	☆
NON VAT ACCOUNTS	●	●	●	●	★	☆
MAILING LIST	●	●	●	●	★	☆
DATABASE	●	●	●	●	★	☆

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☆ MSX - APPLY TO  
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Program written by C. Trevena

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